

**CITY OF CARLSBAD
ENGINEERING DEPARTMENT
SUBMITTAL CHECKLIST
IMPROVEMENT PLAN SUBMITTAL**

Drawing No. _____
Project No. _____ Project Name _____
City Project Engineer _____ Telephone: _____
City Planchecker _____ Telephone: _____

A. THE FOLLOWING ITEMS MUST BE SUBMITTED FOR INITIAL PLANCHECK:
Project Engineer/Planchecker will mark items not required with N/A.

- ☐ 1. Transmittal letter from Engineer of Work listing all items being submitted (Distribution: Original to Planchecker copy to File).
- ☐ 2. Completed and signed Application (copy Planchecker).
- ☐ 3. a) Digital submittal of plans, b) Completed digital submittal checklist, c) Layer description (Distribution: Eng P&P).
-see Engineering Standards for digital submittal requirements and checklist on City website (www.ci.carlsbad.ca.us/cserv/engin.html)
- ☐ 4. Copy of environmental clearance or completed E.I.A. form, Part 1 (Distribution: Planning).
- ☐ 5. Eight (8) sets of blue-line prints of the improvement plans folded to 9" X 12" (Distribution: _____Planchecker, _____Fire, _____Parks, _____Traffic, _____Eng P&P, _____Design, _____File, _____Other-specify).
- ☐ 6. Two (2) sets of bound Drainage Report (Distribution: 1 Planchecker, 1 File).
- ☐ 7. Two (2) sets of bound Soils Report (Distribution: 1 Planchecker, 1 File).
- ☐ 8. Two (2) copies of Earthwork Quantity Calculations and street cross sections (if applicable) (Distribution: 1 Planchecker, 1 File).
- ☐ 9. Two (2) copies of Engineer's Cost Estimate (for bonds) (Distribution: 1 Planchecker, 1 File).
- ☐ 10. Two (2) copies of Preliminary Title Report issued within 6 months of submittal (Distribution: 1 Planchecker, 1 File).
- ☐ 11. Three (3) copies of all projects signed Conditions of Approval (if applicable) (Distribution: 1 Planchecker, 1 Planning, 1 File).
- ☐ 12. Two (2) blue-line print of approved Site Plan or Tentative Map signed by Project Planner and Engineer (if applicable) (Distribution: 1 Planchecker, 1 Planning).
- ☐ 13. Two (2) sets of Water System Analysis (if in CMWD) (Distribution: 1 Planchecker, 1 File).
- ☐ 14. Two (2) sets of Sewer Study (if in CMWD) (Distribution: 1 Planchecker, 1 File).
- ☐ 15. Reference drawings and Maps as required (identify items) (Distribution: Planchecker).
- ☐ 16. Concurrent submittal (as applicable): Final/Parcel map, Grading Plans, Easement Documents, Temporary Construction Easement for Off-Site Grading, etc.
- ☐ 17. Plancheck fee (see fee schedule).
- ☐ 18. Other _____

COMMENTS: _____

NOTE: INCOMPLETE SUBMITTALS MAY BE RETURNED UNCHECKED.

SUBMITTAL COMPLETE: CHECKED BY: _____ **DATE:** _____

SEE REVERSE SIDE

**CITY OF CARLSBAD SUBMITTAL CHECKLIST
IMPROVEMENT PLAN**

City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:

Project Engineer/Planchecker will mark items not required with N/A.

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. _____ sets of blueines of the corrected improvement plans folded to 9" x 12" (Distribution: _____ Planchecker, _____ Fire, _____ Parks, _____ Traffic, _____ Design, _____ Eng P&P, _____ File, _____ Other-specify).
- ☐ 4. Two (2) sets of bound Drainage Report corrected as necessary, sealed and signed by the Engineer of Work (Distribution: 1 Planchecker, 1 File).
- ☐ 5. Two (2) sets of bound Soils Report corrected as necessary, sealed and signed by the Soils Engineer (Distribution: 1 Planchecker, 1 File).
- ☐ 6. Two (2) sets Engineer's Cost Estimate corrected as necessary sealed and signed by the Engineer of Work (Distribution: 1 Planchecker, 1 File).
- ☐ 7. Two (2) sets of Earthwork Quantity Calculations (if applicable) corrected as necessary, sealed and signed by the Engineer of Work (Distribution: 1 Planchecker, 1 File).
- ☐ 8. All previous checkprints of plans, reports, calculations and estimates (Distribution: Planchecker).
- ☐ 9. Concurrent resubmittal (as applicable): Final/Parcel Map, Grading and Erosion Control Plans, and Right of Way/ Easement documents corrected as necessary when such Map, plans and documents are required.
- ☐ 10. Comments from other departments: _____ Fire, _____ Parks, _____ Traffic, _____ Design, _____ Eng P&P, _____ Other-specify.
- ☐ 11. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY APPROVAL:

Project Engineer/Planchecker will mark items not required with N/A.

- ☐ 1. Transmittal letter from the Engineer of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. Digital copy of plans (Distribution: Eng. GIS).
- ☐ 4. All previous checkprints of plans, reports, calculations and estimates (Distribution: Planchecker).
- ☐ 5. _____ sets of the corrected blueines of the improvement plan folded to 9" X 12" (Distribution: _____ Planchecker, _____ Eng P&P, _____ File, _____ Other - specify).
- ☐ 6. One (1) copy of signed Conditions of Approval (Distribution: Engineering Inspection).
- ☐ 7. Original mylars or photomylars of the plans sealed and signed by the Engineer of Work and other required signatures (Distribution: Planchecker).
- ☐ 8. Proof of approval of securities and agreements, and verification of payment of balance of fees (Distribution: Planchecker).
- ☐ 9. Approvals from other departments: _____ Fire, _____ Parks, _____ Traffic, _____ Design, _____ Eng P&P, _____ Other.
- ☐ 10. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____